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11 December 1970

MEMORANDUM FOR: EA/TR

SUBJECT : Weekly Activities Report

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1. Principal tasks left to do in LS following the move to [REDACTED] are: setting up the cassette laboratory; installation of carpeting, chalk and bulletin boards in the classrooms; relocation of our classified materials from the 2nd to the 4th floors; and receipt of new furniture for the library and classrooms. A few of the chalk boards are up and we hope to have the remainder shortly. The alarm system for the building is operating and we hope to move classified materials in a few days.

2. Chief, LS and Deputy Chief, LS, attended the Interagency Language Roundtable on 11 December, hosted by the Peace Corps. Most language schools reported either cut backs in personnel or operating funds. We reported on our move to new quarters and extended a tentative invitation to host the Roundtable later this spring at the [REDACTED] Building. Mr. Earl Stevick, FSI reported briefly on a study he is undertaking for adapting extant language materials to new uses. We offered to cooperate with him by providing examples from our experience. NSA will host the next meeting to be held the fourth Friday in January. 25X1A6a

3. As a result of the Linguistic Steering Committee's interest in more widespread use of training aids in our classes, [REDACTED] has 25X1A9a worked up a set of flash cards for vocabulary-building. The idea of using picture-cards to teach nouns is, of course, not a new one; but a well-organized card collection, aimed at achieving specific objectives and incorporating a systematic review schedule, is. [REDACTED] has 25X1A9a used his budding collection experimentally with a German student and has reported encouraging results. Normally our vocabulary goal in German is to teach ca. 100 new words a week. The vocabulary cards, used 30-40 minutes a day in the usually soporific 4:00 p.m. hour, have increased that figure by better than 50%.

4. Personnel Notes

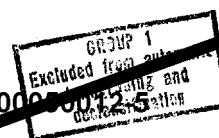
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a. [REDACTED] training assistant for the Germanic and Slavic Departments, will be picked up by the [REDACTED] EUR about the beginning of the year. 25X1A8a

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b. [REDACTED] training assistant for the Romance Languages Department, will resign on Friday, 11 December to be home with her young child.

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5. Language School Statistics

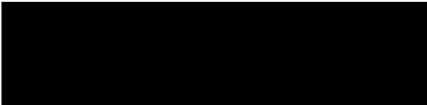
Students and Classes as of 11 December 1970:

<u>Students</u>	<u>Classes</u>
Full-time - 82	Full-time - 33
Part-time - 167 (51 Hqs.) (78 BAHLT)	Part-time - 45 (11 Hqs.) (8 BAHLT)

Language laboratory hours for the week of 30 November - 4
December 1970:

Language School	- 75
Headquarters	- 60

Four language proficiency tests were given during the week of
30 November - 4 December 1970.



Chief, Language School

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